



Zoning Bylaw Working Group

Date: October 2, 2019

Time: 8:30 AM to 9:15 AM

Location: Town Hall Annex, Second Floor Conference Room

Minutes

Present: Pam Heidell, Charlie Kalauskas, Christian Klein, Jenny Raitt, Stephen Revilak, David Watson, John Worden, Erin Zwirko.

Absent: Mike Byrne, Adam Chapdelaine, Ralph Willmer.

The members decided to discuss the minutes for approval first. On the August 7th minutes, Steve made a motion for approval. Pam seconded. All those present voted to approve, and Charlie and Christian abstained. On the September 19th minutes, Christian made a motion for approval. Steve seconded. All those present voted to approve, and John abstained.

The members next discussed the proposals for the Economic Analysis of the Industrial Zoning Districts. Erin reported that she had made contact with most of the references for each proposer, and that she circulated that information prior to the weekend. She also provided the ratings each member gave the proposers, and noted that RKG Associates rated the highest and substantially higher than the other proposers.

The members discussed the timeline and scope of work in RKG's proposal. The timeline proposed by RKG was the longest out of all of the proposals, but likely the most realistic. Additionally, while the RFP did not require significant public participation, which would be responsibility of the Working Group, there may be the opportunity to substitute one of the four meetings with the Working Group identified in RKG's proposal with a community forum. However, the members were in agreement that the schedule and milestones would be a good first conversation with the consultant.

The members discussed the benefits of completing interviews. An interview will give the members a better sense of the consultants' personalities. Jenny indicated that she believes that all of the project managers identified would be easy to work with on this project. Steve, who had to depart from the meeting, asked whether the rating warranted completing interviews. The members discussed how it would be difficult to select a consultant that performed well in the interview but did not rate as high as RKG.

The members determined that they would proceed with RKG Associates pending review of the cost proposal. John made a motion to contract with RKG and Christian seconded. All members voted in favor (7-0).

The Working Group meets next on November 6, 2019. (Editor's note: This meeting was subsequently cancelled.) Erin will ask RKG if they can attend the December 4th meeting.

Meeting adjourned at 9:15 AM.